**CONSULTING PROPOSAL**

**Summary**

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

**Introduction**

Introduce your organization here.

**Needs/Problems**

Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have.

**Goals/Objectives**

State the desired goals and objectives to address the needs/problems stated above.

**Procedures/Scope of Work**

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

**Timetable**

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

|  |  |  |
| --- | --- | --- |
| **Phases** | **Description of Work** | **Start and End Dates** |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |

You can also use a Gantt chart for more detailed project timetable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Implementation Time** | | | **Responsibility** |
| 1. Design and implement training program for  project management | Month 1 | Month 2 | Month 3 |  |
|  |  |  | Program  Manager (PM) |
| Conduct needs assessment |  |  |  | Consultant |
| Design training modules |  |  |  | Consultant |
| Conduct training |  |  |  | Consultant |
| Improve procedure for project management |  |  |  | Program  Manager |
| Conduct management audit of current  procedures |  |  |  | Consultant |

**Budget**

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

|  |  |  |
| --- | --- | --- |
| **Phases** | **Description of Work** | **Start and End Dates** |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |

**Key Personnel**

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

|  |  |
| --- | --- |
| Client | Name |
| Sponsor | Name |
| Project manager | Name |
| Team | Name |

**Evaluation**

Discuss how progress will be evaluated throughout and at the end of the project.

**Endorsements**

Provide the Names and addresses of individuals and companies who support and endorse the project.

**Next Steps**

Specify the actions required of the readers of this document.

* Next Step 1
* Next Step 2
* Next Step 3

**Appendix**

Provide supporting material for your proposal here